

OGC Assistant General Counsel – Strategic Operations & Compliance

PeopleSoft Job Code / Title: 6913 / OGC Assistant General Counsel
Department / Subdepartment: Office of the General Counsel
Organizational Relationship: Reports to the Deputy General Counsel
FLSA Status: Exempt
UCM Level: N/A
Last Updated: August 13, 2025

General Summary

Latham & Watkins is seeking a proactive and highly organized Assistant General Counsel to serve as a key support to the Deputy General Counsel. This role is essential in assisting with strategy, operations, and personnel management, while also overseeing special projects and attending meetings to ensure effective communication and implementation of strategic initiatives. The ideal candidate will have expertise in compliance and conflicts, excel in relationship-building and problem-solving, engage in substantive legal work, and assist with budgeting.

Essential Duties and Key Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

- Act as a primary support to the Deputy General Counsel, assisting in all aspects of strategy and operations
- Oversee and manage special projects, ensuring alignment with the strategic vision and goals of the General Counsel and Deputy General Counsel
- Attend various meetings, retreats, and events to build relationships and ensure the input and representation of the Deputy General Counsel and/or General Counsel
- Work on large-scale projects and initiatives, translating ideas into actionable plans and ensuring successful implementation
- Conduct legal research projects and draft legal documents, providing substantive legal support as needed
- Assist with budgeting and budget oversight for the department, ensuring efficient allocation and use of resources and consistency across verticals
- Act as a primary point of contact for inquiries, providing answers to questions and directing individuals to the appropriate resources or personnel as needed.
- Assist in drafting and managing communications, ensuring clarity and consistency across the legal department and the firm
- Liaise with staff members, directors, and managers on a formalized and ad hoc basis to facilitate effective collaboration and information flow
- Develop and maintain strong relationships with partners and other stakeholders, fostering a collaborative environment
- Provide expertise in compliance and conflicts to solve day-to-day inquiries, assisting in the development and implementation of related policies and procedures
- Support the Deputy General Counsel in identifying and resolving operational challenges, offering innovative solutions
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Excellent communication and interpersonal skills, with the ability to build and maintain relationships across all levels of the firm
- Strong organizational skills and attention to detail
- Proven problem solving abilities and a proactive approach to addressing challenges
- Ability to manager multiple priorities and projects in a fast-paced environment

Position Specifications

Typical Experience

- Minimum of 6 years' experience in a legal environment, with a focus on compliance, conflicts and operational support
- Experience in a large law firm Office of the General Counsel preferred

Education

- Bachelor's degree or equivalent required
- Juris Doctor (JD) degree from an accredited law school

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.